

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
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www.ywcakalamazoo.org

Last Revised On: April 2, 2012

POSITION: Program Area Supervisor – Racial Justice

JOB CODE: PASRJ

FUNCTION: Coordinate and assure delivery of program services within the Association's Racial Justice hallmark impact area including but not limited to Eliminating Racism, Summit on Racism, Racial Justice internal and external education and other special events and projects.

QUALIFICATIONS:

1. Bachelor's degree in multicultural studies, ethnic studies, racial justice or related required; Master's degree preferred.
2. Minimum one year experience in significant and measurable anti-racism work; facilitation; public speaking; program development, implementation and evaluation (specifically in large event execution)
3. Understanding and knowledge of group dynamics, white privilege and oppression
4. Demonstrated ability to work independently & cooperatively, under pressure, in a team, and with people of diverse backgrounds.
5. One year experience in working with volunteers, institutional leadership and community activists.
6. Demonstrated knowledge in of community resources, racial justice education and training systems and organizational behavior.
7. Demonstrated effective oral and written communication skills.
8. Proven ability to set priorities, fulfill responsibilities and remain organized.

* The employer reserves the right to consider commensurate experience.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Eliminating Racism:

Under the direction of the Program Director for Hallmark Impact:

- a. Serve as a training facilitator
- b. Plan, market and oversee the implementation of training sessions

2. Kalamazoo's Summit On Racism

Under the direction of the Program Director for Hallmark Impact:

- a. Assist in organizing, coordinating, supporting and implementing projects of Kalamazoo's Summit on Racism;
- b. Coordinate the annual Summit Community Conference;
- c. Ensure that outcomes of Kalamazoo's Summit on Racism are measured, evaluated and achieved.
- d. Providing reports, data and evaluation information as needed (internally and externally).

3. Racial Justice Internal and External Education

Under the direction of the Program Director for Hallmark Impact

- a. Coordinate ongoing Racial Justice Education and Action activities including all documentation
 - b. Plan and execute special events such as the "People Who Think" video series, National Day of Commitment to Eliminate Racism, etc.
 - c. Conduct external speaking engagements, training and consultation on the issue of racial justice with community partners.
4. Demonstrate professionalism, reliability, good judgment, tact, personal integrity, poise and ability to manage and prioritize in a multiple demand position.
 5. Remain flexible and manage changing priorities on a continuing basis.
 6. Know and adhere to Association policies, procedures and practices and be able to communicate same to others as needed.
 7. Safeguard confidential information gained as a result of the position.
 8. Comply with Association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.

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9. Comply with applicable local, state and federal licensing requirements/certification and/or regulations.
10. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
11. Work cooperatively with program participants, YWCA staff and volunteers.
12. Perform other duties as assigned.

TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Full-time. Flexible as a response to program needs and as arranged with supervisor.

STARTING WAGE RANGE: \$13.80 - 15.18

FLSA STATUS: Non-exempt

DEPARTMENT: YW-COM

SUPERVISED BY: Program Director – Hallmark Impact: Racial Justice and Women's Economic Empowerment